

SALARY: \$ 71,869.00

**POSITION DESCRIPTION
COUNTY OF WAYNE, INDIANA**

POSITION:

**Deputy Prosecutor
ACCOUNT NO: 1129**

DEPARTMENT:

Prosecutor

WORK SCHEDULE:

8:00 a.m. - 4:30 p.m.

WORKWEEK HOURS: 40

JOB CATEGORY:

SO (Special Occupation)

DATE WRITTEN:

July 2003

DATE REVISED:

STATUS: Full-Time

SALARY RANGE:

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Prosecutor for the Prosecutor's Office, responsible for prosecuting the criminal charges filed in Wayne County Superior Court I.

DUTIES:

Supervises and directs clerical staff, including planning/delegating work assignments and orientating new subordinates.

Attends various hearings, trials, and depositions as required.

Prepares legal documents, including discovery responses. Conducts research for legal issues.

Negotiates resolution of cases with defense.

Maintains communication with probation and law enforcement officers, defendants, attorneys, witnesses and victims over the telephone regarding case progress.

Reviews new legal decisions and reviews and prepares cases for court.

Collects and organizes restitution figures, including extradition costs.

Assists other Attorneys, including covering hearings and taking conflict cases. Assists law enforcement officers with general information and requests for legal guidance.

Prosecutor/deputy pt

Maintains calendar, case records and attendance records.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Doctorate of Jurisprudence and license to practice law in Indiana.

Thorough knowledge of criminal law, constitutional law, legal terminology, and trial advocacy with ability to effectively administer department operations, counsel clients, and prepare and argue cases before the court.

Complete knowledge of standard legal procedures and practices of Wayne County Courts and Prosecutor's office, with ability to facilitate court proceedings.

Ability to properly operate a variety of standard office equipment, including a computer, VCR and tape recorder.

Ability to effectively communicate orally and in writing with co-workers, local and state law enforcement agencies, local courts, other county departments, Bureau of Motor Vehicles, Prosecuting Attorney's Council, and the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to supervise and direct assigned staff, including planning/delegating work assignments and orientating new subordinates.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to meet all employer hiring requirements, including passage of the bar exam.

Ability to observe and analyze data, argue persuasively and make determinations based on data analysis.

Ability to understand, memorize, retain and follow oral or written instructions.

Ability to present findings in oral or written form and write and edit reports.

Prosecutor/deputy pt

Ability to work alone with minimum supervision.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to testify in legal proceedings/court.

Ability to plan and layout assigned work projects, and apply knowledge of people and locations.

Ability to occasionally work extended hours and evenings and travel out of town for seminars and training, but not overnight.

II. DIFFICULTY OF WORK:

Incumbent prosecutes law offenders in accordance with legal requirements, exercising judgement to effectively research and investigate cases, prepare and argue cases before the court, and ensure most appropriate prosecution as individual cases demand. Incumbent's work involves a range of duties often requiring careful consideration of a variety of circumstances, and involves multiple choices and interrelationships.

III. RESPONSIBILITY:

Incumbent assures proper enforcement of laws and legal requirements for Wayne County, including working with and/or investigating members of the public, and preparing and arguing cases before the court. Objectives of Incumbent's work are known, with highly sensitive and/or unusual cases discussed with Prosecutor as needed. Work is reviewed for soundness of judgment and technical accuracy. Errors in incumbent's work are primarily detected through notification from other departments, agencies, or public. Undetected work errors could result in endangerment to self or others, inconvenience and loss of time and money to department, other agencies, or public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, local and state law enforcement agencies, local courts, other county departments, Bureau of Motor Vehicles, Prosecuting Attorney's Council, and the general public for the purposes of exchanging information and ideas, explaining and interpreting policies and procedures, instructing, and guiding others.

Incumbent reports directly to the Prosecuting Attorney.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and in the courtroom, involving

Prosecutor/deputy pt

sitting and walking at will, sitting for long periods, speaking clearly and hearing sounds/communication. Incumbent may work with or be exposed to violent or irate individuals. Incumbent regularly works extended hours, weekends and evenings and occasionally travels out of town for conferences, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy Prosecutor for the Prosecutor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name

Prosecutor/deputy pt

Deputy Prosecutor Superior Court I
Prosecutor

SO

Non-exempt

Written: July 2003

Revised:

Incumbent: Sheila Zwickey